

# **Request For Qualifications For General Contractor/Construction Managers**

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**UPGRADE SCOTT HART HVAC SYSTEMS  
Capitol Complex  
A/E #2012-30-04**

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**Architecture & Engineering Division  
Department of Administration  
PO Box 200103  
Helena, MT 59620-0103**

**March 1, 2013**

## Introduction

The State of Montana is seeking to qualify General Contractor/Construction Managers (GC/CM) to bid the Scott Hart HVAC Upgrade at the Capitol Complex in Helena, MT through a RFQ Process. The State of Montana intends to install a Variable Refrigerant Flow (VRF) System in the Scott Hart Building. Since the VRF System is new to the State, the Owner is qualifying General Contractor/Construction Managers through an RFQ/RFP process to verify bidders have the experience and expertise required to complete a successful VRF System project in an occupied building with a compressed work schedule. The prequalified contractors selected through the RFQ Process will then be sent construction documents as part of the Request For Proposals in order to compete for the project based upon price.

The Owner will consider General Contractors, General Contractor/Mechanical Contractor teams, or Mechanical Contractors who meet all of the criteria identified below.

This Request for Qualifications shall not commit the Owner to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services. The Owner reserves the right to accept or reject any and all responses received as a result of this RFQ if it is in the Owner's best interest to do so.

This Procurement is governed by the laws of the State of Montana and venue for all legal proceedings shall be the First Judicial District, City of Helena, Lewis & Clark County.

By offering to perform services under this Procurement, all Proposers agree to be bound by the laws of the State of Montana, and including, but not limited to, applicable wage rates, payments, gross receipts taxes, building codes, equal opportunity employment practices, safety, etc.

*The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the bidding and/or selection process. In order for the state to make such accommodations, applicants must make known any needed accommodation to the individual project managers or agency contacts listed in the contract documents. Persons using TDD may call the Montana Relay Service at 1-800-253-4091.*

## **PROJECT BACKGROUND AND DESCRIPTION:**

### **INTRODUCTION:**

The Scott Hart Building is a 78,000 square-foot multi-story building constructed in two phases. The original building is an L-Shaped Building built in 1936, while the L-Shaped Addition was added in 1956, resulting in the current U-Shaped Building.

In the 1936 Building, the heating and cooling is accomplished through a two-pipe, heating and cooling, fan coil system. The heating water is served by boilers and cooling water is served by chillers, which are both located in the basement of the Scott Hart Building. The temperature controls are pneumatic thermostats which control the heating and cooling valves in the fan coil units with a manual on/off on the fan. There is day/night control in the building controlled by a time clock.

In the 1956 6-story building, there are two Heating and Ventilating Units which serve the North and South side of each floor. Each H&V Unit is constant volume and contains a heating water coil, chilled water coil, and economizer section. The boiler plant is located in the basement consists of 3 Patterson-Kelly Thermific Hot Water Boilers in a primary-secondary arrangement. There are two reciprocating air-cooled 75 ton chillers in the basement of Scott Hart that serve the building. The temperature controls are a pneumatic/DDC Hybrid System that is controlled by a Johnson Controls DX9100.

## **DESIGN CONSIDERATIONS**

The Scott Hart Building HVAC System will be upgraded with a Variable Refrigerant Flow (VRF) System. The project will be completed in two phases, the first phase will be to upgrade the 1956 portion of the building and the heating/chiller plant and the second phase will be to upgrade the 1936 portion of the building. The temperature controls are to be upgraded with a new DDC System including a Tridium Graphical Front-End that will improve the ventilation, comfort, maintenance, and energy efficiency needs of the building.

### **Phase 1 Project**

The first phase will include a new cooling and heating plant as well as a new water-cooled VRF System in the 1956 Building including containing new heat pump units with refrigerant piping to each fan coil units supplying conditioned air to each space. Heat would be rejected or added to the heat pumps via a heat pump water loop connected to the building heating/cooling plant in the basement. An air handler on the roof will supply ventilation air to each mechanical room with the potential for heat recovery from the exhaust system. The air will then be distributed to each fan coil unit based upon ventilation requirements in the space. The new heating plant will reuse the existing three boilers located in the 1956 Addition, and the addition of a condensing boiler will be evaluated as an alternate, that would add heat to the heat pump loop (glycol/water). The new cooling plant would consist of a cooling tower would reject heat from the heat pump loop (glycol/water) during the cooling season. The heating plant and cooling plant will be sized for the entire building loads to reduce the cost and schedule of the Phase 2 of the project. The existing ceiling tile will be removed and replaced with new ceiling tile with the existing lighting to be reused.

## Phase 2 Project

The second phase of the project will include installing a water-cooled VRF system in the 1936 Building that would tie into the heating and cooling plants installed in the phase 1 project. A dedicated air handler would be installed on the roof of the 1936 Building to supply ventilation air to the building with the potential to include heat recovery and be ducted to each of the three floors. The heat pumps would be installed either in the 1956 Mechanical Room with the heating/cooling plant or in the 1936 Basement Mechanical Room. The ceilings and lighting of the offices which are currently 10 feet will be removed in order for the refrigerant piping with fan coil units and ventilation ductwork would be installed in the ceiling and the existing lighting would be re-installed at 8 feet height using new ceiling tile. The existing heating system will be operational until the new VRF System is operating and providing reliable heating and cooling to the building. The existing fan coil and heating system will be removed at the end of the project.

For the Design, the State of Montana has selected:

CTA Helena  
Zoe Smith, PE  
316 N. Last Chance Gulch  
Helena, MT 59601  
Phone: (406) 495-9400  
Fax: (406) 495-9403

The following is a timeline for the project:

RFQ Advertising Dates:	March 10, 17, 24.
RFQ Building Walk-Through:	March 20, 2013, 10:30 am
Receipt of Qualifications:	April 4, 2013 5:00 pm
Review and Finalize List of Qualified Contractors:	April 12, 2013.
Final Construction Documents issued:	April 18, 2013.
Pre-Bid Walk-through:	April 23, 2013, 10:30 am.
Bid Opening:	May 16, 2013.
Project Award:	May 23, 2013.
Signed Construction Contract:	June 7, 2013.
Project Completion:	June 7, 2014.

## Statement of Qualifications

The Owner will consider General Contractors, General Contractor/Mechanical Contractor teams, or Mechanical Contractors who meet all of the criteria identified below to be the General Contractor/Construction Manager (GC/CM).

Proposers must meet certain minimum Qualification Conditions in order to be eligible to receive the RFP and compete for the project. The Owner has identified the following pass/fail Qualification Conditions that each GC/CM shall address:

1. Must provide a description of the project team. Identify the prime contractor and any general contractor/mechanical contractor team members. Identify the project manager(s).
2. Must provide documentation of factory training and certification of installing technicians who will install the VRF System. Factory-certified technicians will be required by any of the approved VRF manufacturers; Daikin, LG, or Mitsubishi.
3. Must provide documentation of the factory-certified technician(s) responsible for installation review and technical oversight of this project and must be full time on-site for regular evaluation and must attend all Construction Progress meetings. This technician shall take responsibility for VRF installation that follows all manufacturers' instructions and the design documents.
4. Shall provide documentation or proof of at completing at least three successful VRF (water or air-cooled) installations. Project need not be local to Helena or of minimum size. Water-cooled VRF system references are preferred. Each Proposal shall include letters of reference from the Facility Manager or Design Engineer of the three referenced projects including the Facility Manager/Design Engineer contact and location information.
5. Shall provide an overview of their project management expertise and methods to be used to properly manage the project and sub-contractors to insure the project meets the project schedule, minimizes duration of disruption to the building users, and maintains a clean and organized construction area. Ultimately, project schedules being met or exceeded with a high quality of workmanship and superior project management expertise will result in the project completion being shortened.
  - a. Provide General Contractor, General Contractor/Mechanical Contractor Team, or Mechanical Contractor experience working in occupied facilities;
  - b. Project Manager experience coordinating and managing work in occupied facilities; and,
  - c. Provide Project Superintendent experience coordinating and managing work in occupied facilities.
6. Bonding: Must provide documentation that meets all criteria for 10% Bid Bond at the RFP (Bidding) stage of the process and 100% Payment and Performance Bonds at the construction contracting stage. Estimated construction amount is \$3.1M. Proof of bid, payment, and performance bonding shall be by letter or binder from a Surety licensed in Montana.
  - a. Provide name, phone, and email contact information for Surety agent; and,
  - b. Length of time this Surety has been used for bonding.
7. Safety: Provide incidence rate, experience modification rate, and loss ratio. An EMR greater than 1.0 or a loss ratio of more than 100% may result in immediate disqualification at the discretion of the Owner.

## RFQ Process

The State of Montana is seeking to qualify General Contractor/Construction Manager Firms to bid the Scott Hart HVAC Upgrade at the Capitol Complex in Helena, MT through an RFQ Process per 18-2, Part 5 MCA. The State of Montana intends to install a Variable Refrigerant Flow (VRF) System in the Scott Hart Building. Since the VRF System is new to the State, the Owner is prequalifying General Contractor/Construction Managers through an RFQ/RFP process to verify potential bidders have the experience and expertise required to complete a successful VRF System project in an occupied building with a compressed work schedule. The prequalified GC/CM firms selected through the RFQ Process will

then be sent construction documents as part of the Request For Proposals in order to compete for the project based upon price.

The RFQ Submittal shall address all seven items in the Statement of Qualifications. Each of the seven items will be graded on a Pass/Fail Evaluation. The submittal must receive a pass on each of the seven items in order to be determined as Qualified to submit on the RFP.

The RFP will consist of construction bid documents. Each of the Qualified GC/CMs will be given a set of construction documents and asked to bid the project. It is the Owner's intent that the lowest responsible bidder will then be awarded the construction project.

## **SUBMITTAL OF INFORMATION**

Five (5) copies of the written response to this RFQ must be received at:

Architecture & Engineering Division  
(Room 33, Metcalf Building, Capitol Complex)  
Department of Administration  
PO Box 200103  
Helena, MT 59620-0103

**By April 4, 2013; 5:00 p.m.**

ALL QUESTIONS AND CONTACTS REGARDING THIS RFQ MUST BE SUBMITTED IN WRITING (email is acceptable) TO:

Russ Katherman, Contracts Officer  
Mark Hines, Project Manager  
Architecture & Engineering Division  
(Room 33, Metcalf Building, Capitol Complex)  
Department of Administration  
PO Box 200103  
Helena, MT 59620-0103

## **INSTRUCTION TO PROPOSERS**

The Statement of Qualifications shall be signed by an officer or principal of your firm.

## **THE PRE-QUALIFICATION TEAM:**

The A&E Division is the primary entity responsible for administration of this project but will work in close collaboration with General Services Division. The A&E Division will be responsible for the Pre-Qualification process, all contracts, project management, etc., throughout the course of the project.

The Pre-Qualification Selection Team shall consist of the following:

<u>Person</u>	<u>Representing/Responsibility</u>	<u>Selection Process Role</u>
Russ Katherman	A&E Division	Scoring Member
Mark Hines	A&E Division	Scoring Member
Doug Olson	General Services Division	Scoring Member
Wayne Delzer	General Services Division	Scoring Member
Zoe Smith	CTA	Scoring Member

[END OF RFQ]